

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, July 7, 2011

3:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Historic District Commission can take action to approve the July 7, 2011 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the June 2, 2011 meeting Minutes.

V New Business

Manistee County Library, 95 Maple Street – Retaining Wall Reconstruction Project

A request has been received on behalf of the Manistee County Library, 95 Maple Street for a Certificate of Appropriateness to reconstruct their retaining wall as submitted with application HDC-2011-11

At this time the Historic District Commission could take action on the request from the Manistee County Library, 95 Maple Street for a Certificate of Appropriateness to reconstruct their retaining wall as submitted with application HDC-2011-11.

United Way of Manistee County, 449 River Street – River Street Storefront Window/Door Replacement with Barrier Free Entry Modifications; West Elevation Window Modifications

A request has been received on behalf of United Way of Manistee County, 449 River Street for a Certificate of Appropriateness for River Street Storefront Window/Door Replacement with Barrier Free Entry Modifications; West Elevation Window Modifications as submitted with application HDC-2011-12.

At this time the Historic District Commission could take action on the request from United Way of Manistee County, 449 River Street for a Certificate of Appropriateness for River Street Storefront Window/Door Replacement with Barrier Free Entry Modifications; West Elevation Window Modifications as submitted with application HDC-2011-12.

Vogue Theater, 383 River Street – Design Guidelines

A request has been received from Kendra C. Thompson Architects, PC for conceptual discussion regarding façade modifications to accommodate renovations of the Historic Vogue Theatre.

Application Forms

Staff has redesigned Application Forms for the Historic District. The forms will be posted on the new web page and are designed so the applicant can fill them out online, print and submit.

VI Old Business

VII Public Comments and Communications concerning Items not on the Agenda

At this time the Chair will ask if there are any public comments.

VIII Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

IX Reports

Main Street/DDA Director
Museum Director/Curator
Community Development Director

X Members Discussion

At this time the Chair will ask members of the Historic District Commission if they have any items they want to discuss.

XI Worksession

XII Adjournment

HISTORIC DISTRICT COMMISSION

Council Chambers, City Hall
70 Maple Street
Manistee, MI 49660

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MEETING MINUTES

June 2, 2011

A Meeting of the Manistee City Historic District Commission was held on Thursday, June 2, 2011 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:04 p.m. by Chair Kracht.

ROLL CALL:

Members Present: Maria DeRee, Teena Kracht, Nathaniel Neider, John Perschbacher

Members Absent: Dave Carlson, T. Eftaxiadis (excused), Vacancy

Others: Jeff Gordon (347 & 411 River Street), Jon Rose (Community Development), Mark Fedder (Manistee County Historical Museum) Steve Harold (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

APPROVAL OF AGENDA:

MOTION by Maria DeRee, seconded by Nathaniel Neider that the Agenda for the June 2, 2011 Meeting be approved.

With a voice vote this motion passed unanimously.

APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Maria DeRee that the Minutes of the May 5, 2011 Meeting be approved as written.

With a voice vote this motion passed unanimously.

NEW BUSINESS:

Jeff Gordon & Paula Rozmiarek, 411 River Street - Requests were received from Jeff Gordon and Paula Rozmiarek, 411 River Street for the following:

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Amend Permit HDC-2010-18: Request to place brick closing matching those found within the wall inside jamb of each window opening (replacing the vertical limestone columns previously reviewed) and allowing the applicant the option to split each of the northern most windows into two equal sized windows (60" x 48").

MOTION by John Perschbacher, seconded by Maria DeRee to approve the request to amend permit HDC-2010-18 by allowing the placement of brick closing matching those found within the wall inside jamb of each window opening (replacing the vertical limestone columns previously reviewed) and allowing the applicant the option to split each of the northern most windows into two equal sized windows (60" x 48") as submitted with request.

With a roll call vote this motion passed 4 to 0.

Yes: Perschbacher, DeRee, Neider, Kracht

No: None

HDC-2011-05 Upper Story Window Replacement: Request to replace the windows in the upper front of the building as submitted with application HDC-2011-05.

Mr. Gordon said he was trying to find a manufacturer for a full arch upper sash window.

MOTION by Maria DeRee, seconded by John Perschbacher to approve the request to replace the windows in the upper front of the building as submitted with application HDC-2011-05; with the option to use a full arch upper sash if available. .

With a roll call vote this motion passed 4 to 0.

Yes: Neider, Perschbacher, DeRee, Kracht

No: None

HDC-2011-06 Ledge Reconstruction: Request to remove existing non-historical ledge and reconstruct a new ledge to match the documented historical ledge as submitted with application HDC-2011-06.

Reviewed Historical Photo of building and elements that were on the original ledge.

MOTION by John Perschbacher, seconded by Nathaniel Neider to approve the request to remove existing non-historical ledge and reconstruct a new ledge to match the documented historical ledge as submitted with application HDC-2011-06.

With a roll call vote this motion passed 4 to 0.

Yes: Neider, Perschbacher, DeRee, Kracht

No: None

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HDC-2011-07 Storefront Reconstruction: Request to remove existing non-historical features and reconstruct the window frames and storefront matching the historical details found behind the current façade and expose the main entry columns hidden behind the current front (paint and stain) as submitted with application HDC-2011-07.

Mr. Gordon clarified that the transom windows will be lower than shown in the Board of Commerce Photo. They will be as depicted in the Historical Postcard.

MOTION by John Perschbacher, seconded by Maria DeRee to approve the request to remove existing non-historical features and reconstruct the window frames and storefront matching the historical details found behind the current façade and expose the main entry columns hidden behind the current front as submitted with application HDC-2011-07; Museum Director will have final approval for paint colors (no stark white).

With a roll call vote this motion passed 4 to 0.

Yes: DeRee, Neider, Perschbacher, Kracht

No: None

HDC-2011-08 Storefront Entrance: Request to remove existing store entrance, maintaining historical elements that exist, reconstruct the door frame to match documented historical doors (paint and stain) as submitted with application HDC-2011-08.

Mr. Gordon showed a photo of the proposed door it has a large glass with a single panel at the bottom. He is trying to find double doors to fit in the opening.

Jon Rose noted that ADA requires that doors be 36 inches. Mr. Gordon could apply for an Exemption from the State if he wants.

MOTION by Maria DeRee, seconded by Nathaniel Neider to approve the request to remove existing store entrance, maintaining historical elements that exist, reconstruct the door frame to match documented historical doors with the option to use either a double or single door as submitted with application HDC-2011-08; Museum Director will have final approval for paint colors (no stark white).

With a roll call vote this motion passed 4 to 0.

Yes: Neider, Perschbacher, DeRee, Kracht

No: None

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Request for one year extension for all outstanding permits:

HDC-2009-15 - Rebuild deck on Rear of Building - Expires 7-9-11: Rebuild deck on Rear of Building to be similar in size with final approval by the Museum Director (deck to be finished with pigmented finish within one year of completion).

HDC-2010-15 – Remove/replace Windows East Side of Building - Expires 8-5-11: Remove bay windows on east side of building and replace with commercial grade windows.

HDC-2010-16 – Replace Rear upper level windows - Expires 8-5-11: Replace the upper level windows on the rear of the building with Anderson double hung windows.

HDC-2010-17 – Install new door East side of Building - Expires 9-2-11: Install a new wood door on the east side of the building.

MOTION by Nathaniel Neider, seconded by Maria DeRee to approve the request for a one year extension for all outstanding permits.

With a roll call vote this motion passed 4 to 0.

Yes: DeRee, Perschbacher, Neider, Kracht

No: None

Mr. Gordon asked if the Commission could issue a Certificate of Compliance for the work completed on Permit PHDC09015 East Elevation:

Remove the cornice from the upper portion of the building and re-seal the roof.

Replace any missing bricks with those of similar color and size. Following Historic Preservation Brief #2 – Re-pointing Mortar Joints in Historic Masonry Buildings

Remove the lower cornice that currently runs along the East side of the Building.

The roof will be edged by a pre-painted steel back with either a brown or low-luster copper color.

MOTION by Maria DeRee, seconded by Nathaniel Neider to authorize the issuance of a Certificate of Compliance for the work that has been completed on the East Side of the Building Permit PHDC09015.

With a roll call vote this motion passed 4 to 0.

Yes: DeRee, Perschbacher, Neider, Kracht

No: None

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Paula Rozmiarek & Jeff Gordon, 347 River Street - Requests were received from Paula Rozmiarek and Jeff Gordon, 347 River Street for the following:

HDC-2011-09 Storefront Entrance: Request to remove existing store entrance, maintaining historical elements that exist, reconstruct the door frame to match the historical details found within the building. Door will swing out in accordance with current building code (request the option to deploy a single 8' wood door oak - or - install double doors similar to that found within the historical photograph, wood trim to be stained and varnished) as submitted with application HDC-2011-09.

Mr. Gordon did not have a photo of the door that was proposed. But it is similar to the door for the building at 411 River Street except that the glass will be larger and there will not be a wood panel on the bottom.

MOTION by Maria DeRee, seconded by John Perschbacher to approve the Request to remove existing store entrance, maintaining historical elements that exist, reconstruct the door frame to match the historical details found within the building. Door will swing out in accordance with current building code (request the option to deploy a single 8' wood door oak - or - install double doors similar to that found within the historical photograph, wood trim to be stained and varnished) as submitted with application HDC-2011-09.

With a roll call vote this motion passed 4 to 0.

Yes: Perschbacher, DeRee, Neider, Kracht

No: None

Request for one year extension for all outstanding permits:

HDC-2008-32 - Ledge Reconstruction - Expired 10-2-09 – Ledge reconstruction on front of building

HDC-2009-14 - Reconstruction of Storefront - Expires 7/10/10– Remove red planks from exterior, remove cement tiles, reconstruct the window frames.

HDC-2010-17 - Window Replacement - Expires 9/7/10 – Upper Story Window Replacement

MOTION by Nathaniel Neider, seconded by John Perschbacher to approve the request for a one year extension for permit HDC-2008-32 (Ledge Reconstruction) from today, and a one year extension for the two remaining permits.

With a roll call vote this motion passed 4 to 0.

Yes: Carlson, Perschbacher, DeRee, Eftaxiadis, Neider, Kracht

No: None

Mr. Gordon spoke about the building at 347/349 River Street and how the storefront at 349 River Street has glass block front from the 1950's. He has a photo that predates the updates that were made to the

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building. He asked the commission their opinion on renovations to the side of the building with the Glass block storefront. Consensus was to have the building renovated to its original design. The Glass Block is not iconic. The Commission noted that the Glass Storefront was in the best condition of the three storefronts.

HDC-2011-City of Manistee, Ramsdell Theatre, 101 Maple Street – Air Conditioner Screening

On March 1, 2011 the City of Manistee requested Design Guidelines for the Air Conditioning Units at the Ramsdell Theatre. The City is asking if the commission would accept board and batten style screening (with a roof to prevent ice damage) for the Ground Air Conditioning Units as recommended at the March meeting.

The application did not include a drawing of how the proposed Air Conditioner Screening would look. The Commission will allow the installation of the AC units but the applicant will need to bring back a drawing of the proposed screening and roof. Consensus was that Board and Batten style screening would be approvable.

Chair Kracht noted that snow and ice falls of the building onto the sidewalk in the winter and expressed her concerns about safety for pedestrians.

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

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CORRESPONDENCE

A letter was received from EBI Consulting with a Invitation to Comment on the property at 81 Oak Street (Ameritech) which includes a 149 foot self-supporting lattice tower and ground level support equipment. While the property is not in the Historic District it is adjacent to the District. The Commission felt the tower was detrimental to the district and a letter should be sent. A letter will be drafted for Chair Kracht to sign.

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STAFF REPORTS

Mark Fedder – Play Clothes, 345 River Street - Mark Fedder approved Signage for the building at 345 River Street as submitted with application **This was issued Permit PHDC110004**

The Next meeting of the Historic District Commission will be on Thursday, July, 7, 2011 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

ADJOURNMENT:

MOTION by John Perschbacher, seconded by Maria DeRee that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 4:47 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary



Application for a Certificate of Appropriateness

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 www.ci.manistee.mi.us

If the owner of the property is interested in receiving tax credits, APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE.

If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.

☒ **This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.**

Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.

Please Print or Type

Address of Affected Property: 75 MAPLE STREET
Name of Property Owner: MANISTEE COUNTY LIBRARY
Name of Applicant (if different): KENDRA C. THOMPSON ARCHITECTS, P.C.
Mailing Address: 803 CHERRY ST. · MANISTEE, MI 49660
Phone# & e-mail address: 231.723.4195 thompson.kendra@sbcglobal.net
Contractor/Builder/Architect: APPLICANT
Mailing Address: —
Phone# & e-mail Address: —

Type of Application: ☐ New Construction ☒ Rehabilitation/Restoration ☐ Demolition
☐ Addition ☐ Other (Specify) _____

Proposed Work Start Date: AUG 2011 Proposed Completion Work Date: SEPT. 2011

Description of Work (be specific and describe each work separately, use attached checklist. Use additional sheets if necessary):

RETAINING WALL RECONSTRUCTION PROJECT

Incomplete requests will be returned to the applicant to supply needed information for review.

This application must be received by the City at least 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.

The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.

- ▶ Current photo of the structure as seen from the street and where proposed work is to take place.
- ▶ Sketch, drawing or plans drawn to scale to show details and specification of ornamental features and a completed Certificate of Appropriateness Checklist. Replacement doors, windows and lights require a copy of the specification sheet.

Paint colors, Signage and Awnings are approved under a separate application. The Historic District Commission requires a copy of the Building Plans for review and for file.

☒ I certify that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.

APPLICANT'S SIGNATURE: _____

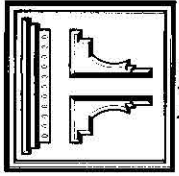
PROPERTY OWNERS SIGNATURE: _____

Office Use Only:

Date Submitted: 6-27-11 Application # HDC-2011-11 Meeting Date: 7-7-11

Notes: _____

Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.



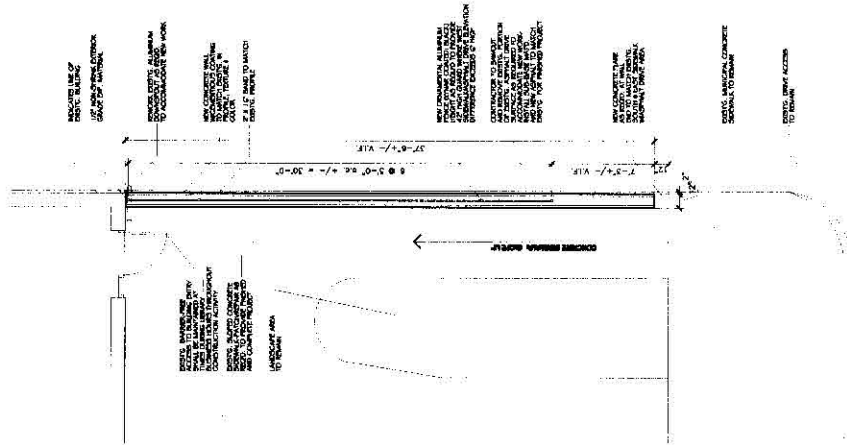
Kendra C.
THOMPSON
architects, p.c.
300 Cherry Street
Manistee, MI 49751
Tel: (517) 729-4189
thompson.kendra@thompsonpc.com
www.thompsonkendra.com

| NO. | REVISION / REMARKS | DATE |
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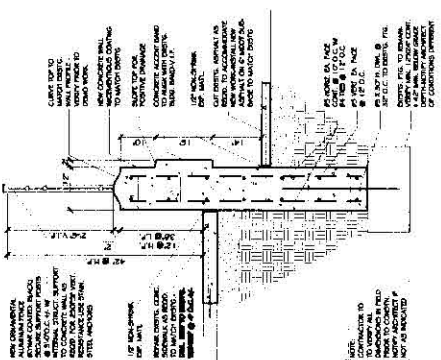
RETAINING WALL PROJECT FOR:
MANISTEE COUNTY LIBRARY
95 MAPLE ST. MANISTEE, MI

ELEVATION & DETAILS

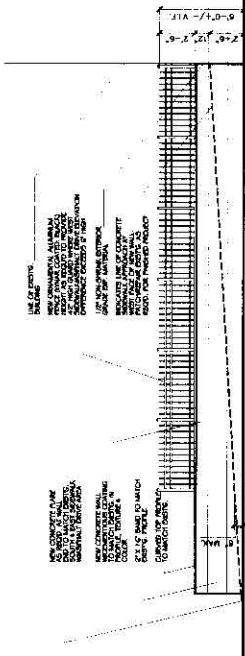
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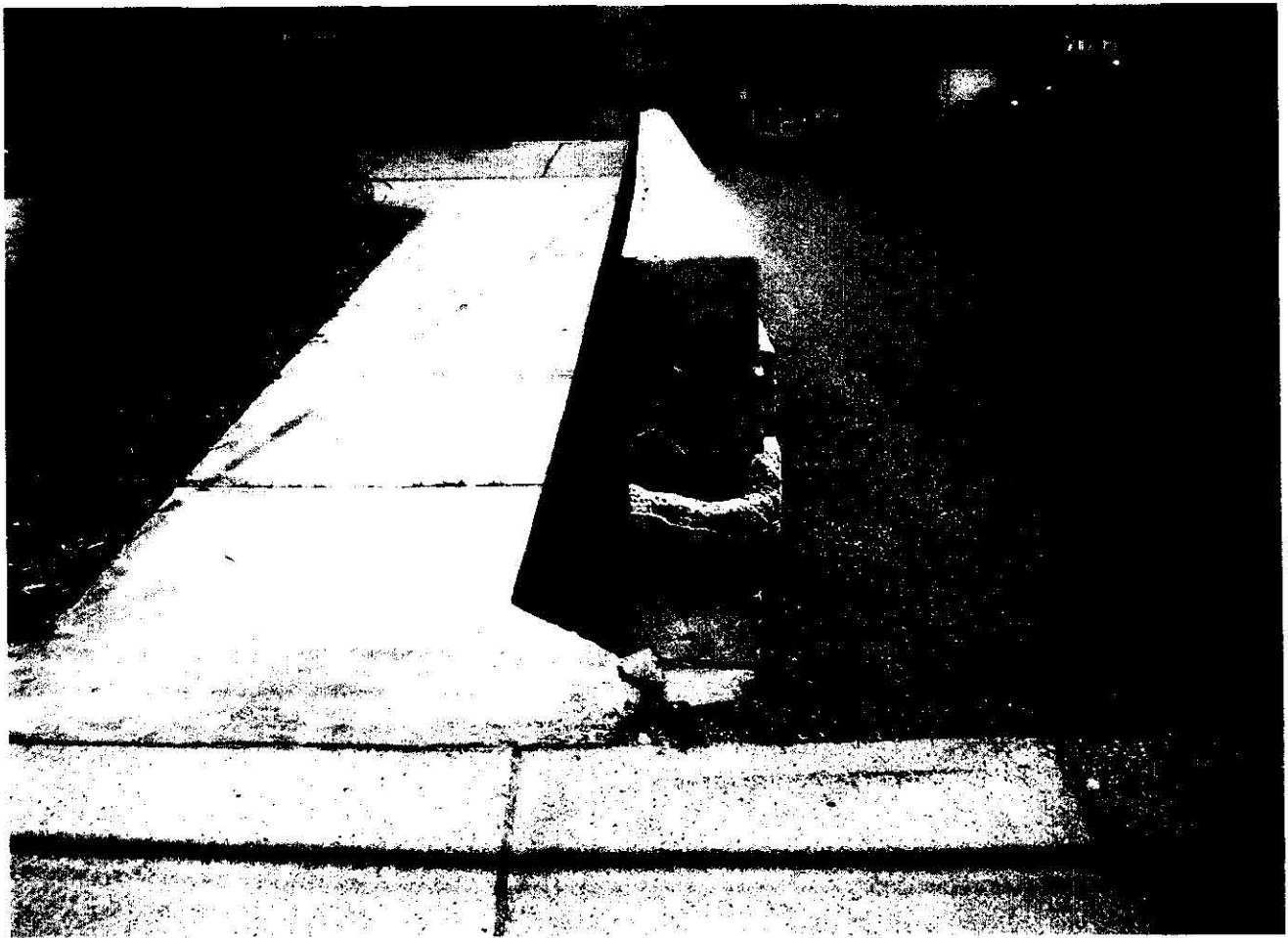
PARTIAL PLAN
SCALE: 1/4" = 1'-0"



TYPICAL SECTION
SCALE: 3/4" = 1'-0"



EAST ELEVATION
SCALE: 1/4" = 1'-0"







Application for a Certificate of Appropriateness

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 www.ci.manistee.mi.us

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Please Print or Type

Address of Affected Property: 449 RIVER STREET
Name of Property Owner: UNITED WAY OF MANISTEE COUNTY
Name of Applicant (if different): KENDRA C. THOMPSON ARCHITECTS, PC
Mailing Address: 803 CHERRY ST. MANISTEE, MI 49660
Phone# & e-mail address: 231.723.4195 thompson.kendra@sbcglobal.net
Contractor/Builder/Architect: APPLICANT
Mailing Address: -
Phone# & e-mail Address: -

Type of Application: ☐ New Construction ☒ Rehabilitation/Restoration ☐ Demolition
☐ Addition ☐ Other (Specify) _____

Proposed Work Start Date: July 2011 Proposed Completion Work Date: Aug 2011

Description of Work (be specific and describe each work separately, use attached checklist. Use additional sheets if necessary):

RIVER STREET STOREFRONT WINDOW/DOOR
REPLACEMENT W/ BARRIER-FREE ENTRY
MODIFICATIONS; WEST ELEVATION
WINDOW MODIFICATIONS

Incomplete requests will be returned to the applicant to supply needed information for review.

This application must be received by the City at least 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.

The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.

- ▶ Current photo of the structure as seen from the street and where proposed work is to take place.
- ▶ Sketch, drawing or plans drawn to scale to show details and specification of ornamental features and a completed Certificate of Appropriateness Checklist. Replacement doors, windows and lights require a copy of the specification sheet.

Paint colors, Signage and Awnings are approved under a separate application. The Historic District Commission requires a copy of the Building Plans for review and for file.

☒ I certify that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.

APPLICANT'S SIGNATURE: _____

PROPERTY OWNERS SIGNATURE: _____

Office Use Only:

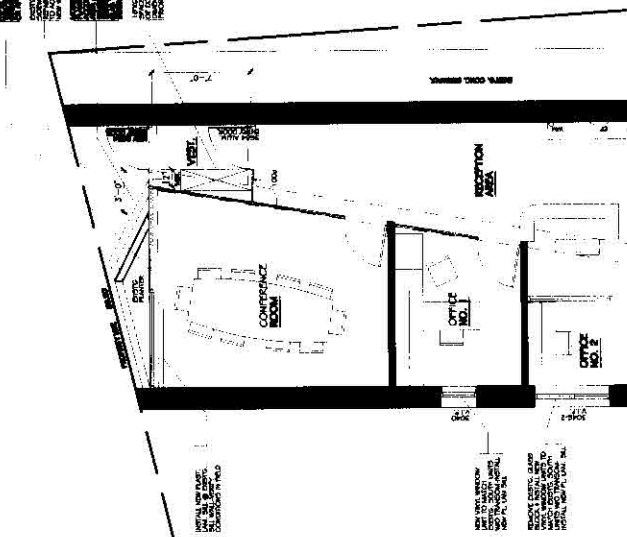
Date Submitted: 10-27-11 Application # HDC-2011-12 Meeting Date: 7-7-11

Notes: _____

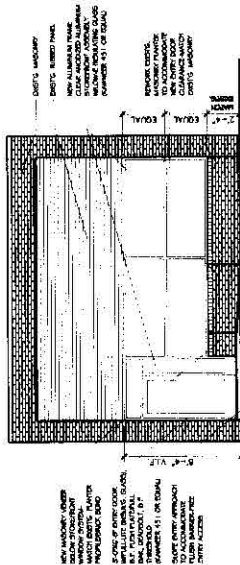
Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.



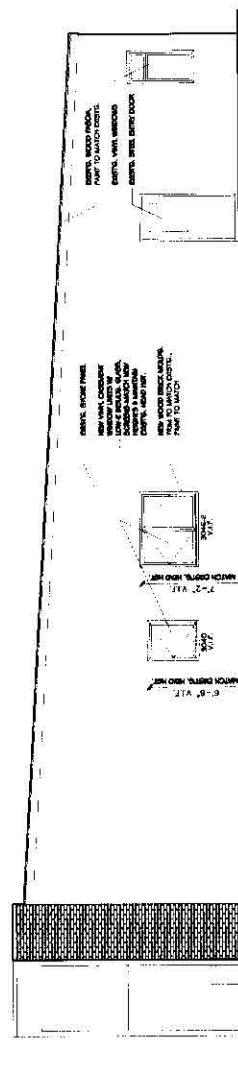
Kendra C. THOMPSON
architects, p.c.
608 Curry Street
Minnetonka, MN 55345
tel 231.725.4195
thompson.kendra@globalnet.net
www.kendraithompsonarchitects.com



**PARTIAL
FLOOR PLAN**



NORTH ELEVATION
SCALE: 1/4" = 1'-0"

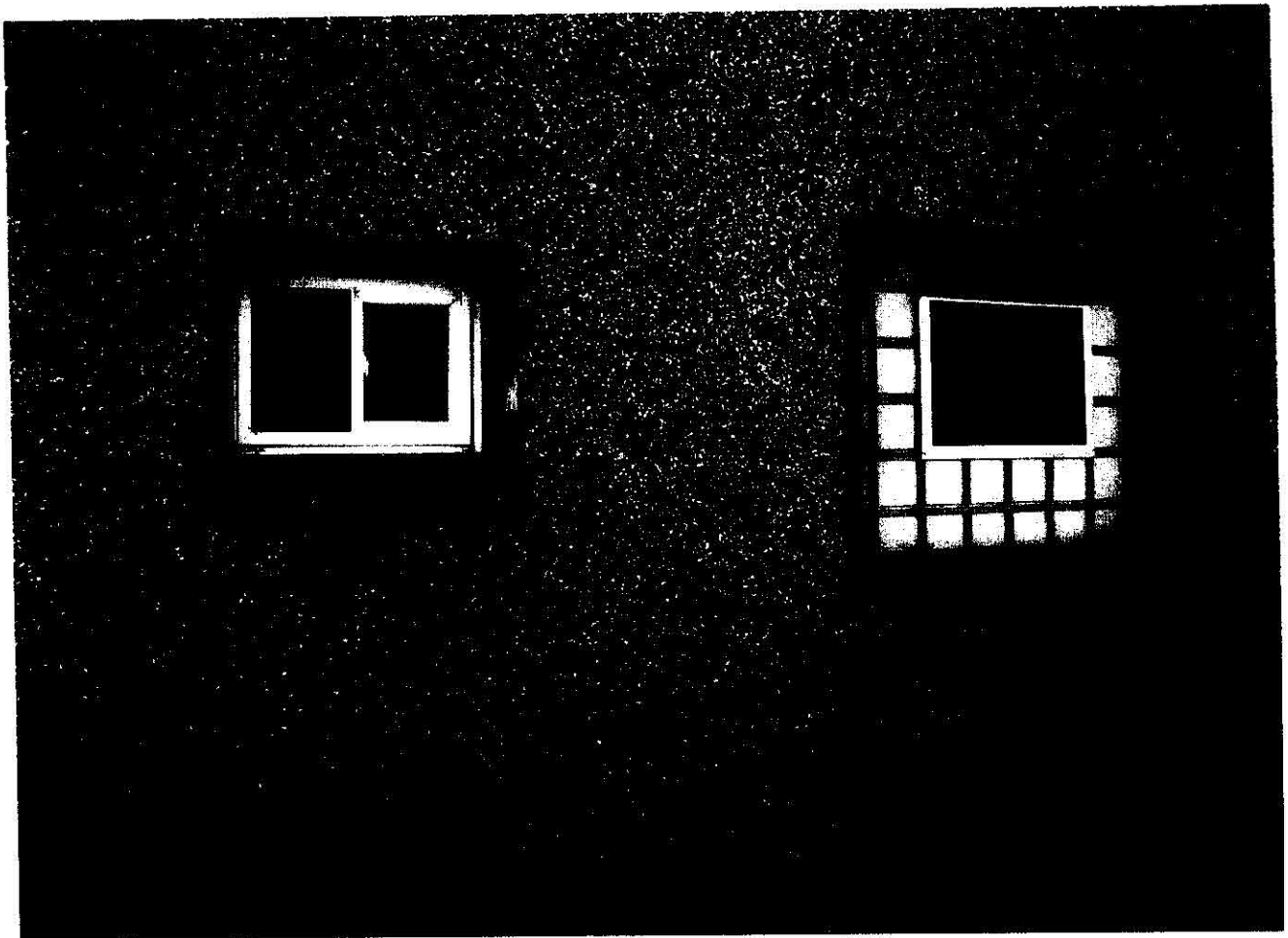


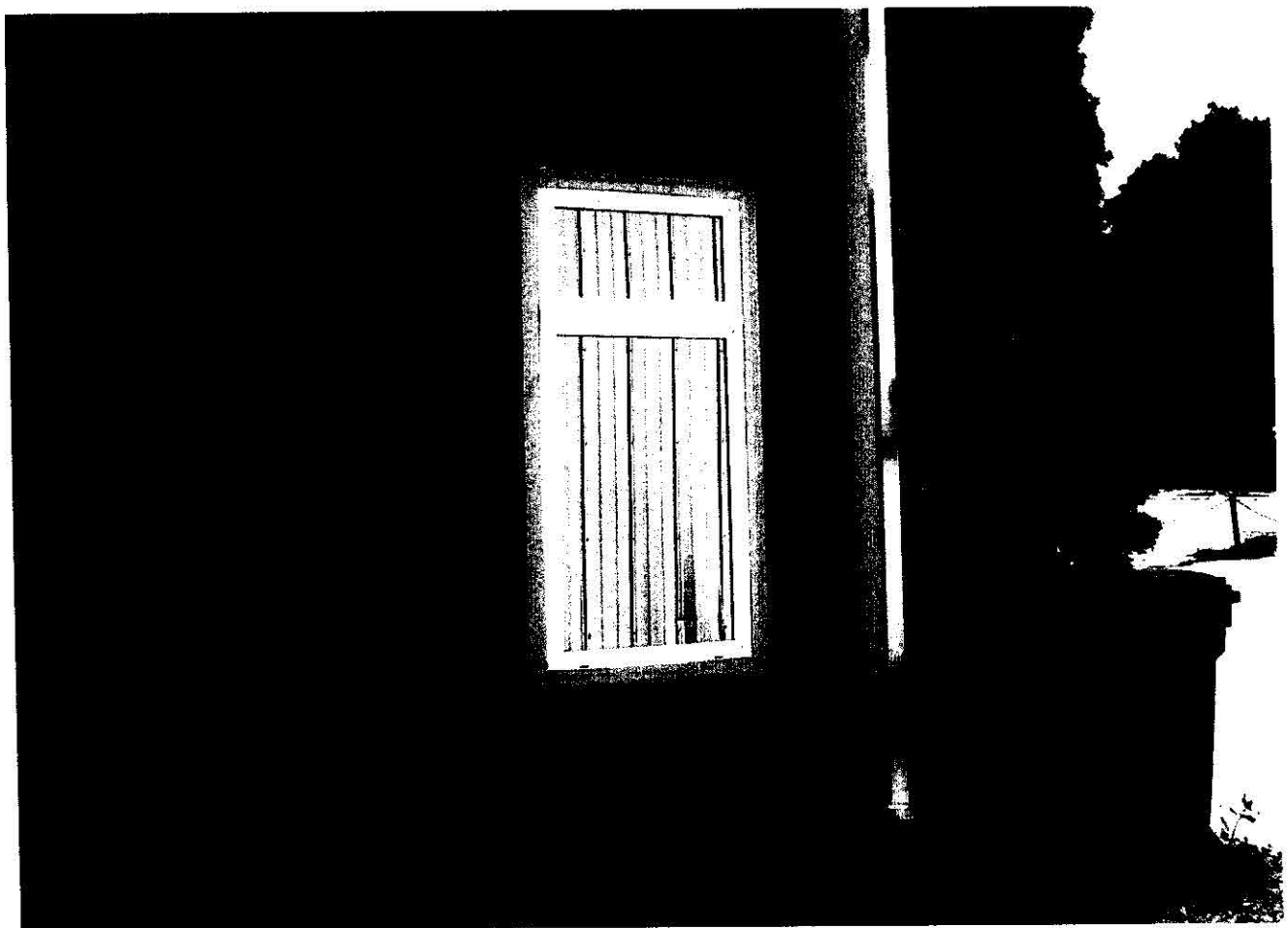
WEST ELEVATION
SCALE: 1/4" = 1'-0"

PROJECT NAME: WINDOW PROJECT FOR:
UNITED WAY
BUILDING
449 RIVER STREET

PLAN & ELEV:

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|---------|------------------|-----------------------------|---------------------|
| GENERAL | ISSUANCE DATE | EST PROJECT NO. FA-2 000 | ISSUANCE NO. |
| | SET | A-1 | SHEET NO. 1 of 1 |
| | SHEET COUNT | | |
| | SCALE | | |
| | AS SHOWN | | |







Request for Design Guidelines

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805
www.ci.manistee.mi.us

Please Print or Type

This Is Not a Formal Request to the Historic District Commission. An Application for a Certificate of Appropriateness Is Required for All Projects in the District.

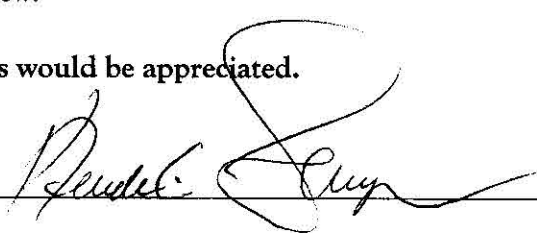
Address of Affected Property: 383 RIVER STREET
Name of Property Owner: VOGUE THEATRE
Name of Applicant: KENDRA C. THOMPSON ARCHITECTS, PC
Mailing Address: 803 CHERRY ST. MANISTEE, MI 49660
Phone# & e-mail Address: 231.723.4195 thompson.kendra@stcglobal.net

Description of Work proposed (Use additional sheets if necessary):

CONCEPTUAL DISCUSSION REGARDING
FACADE MODIFICATIONS TO
ACCOMMODATE RENOVATIONS OF
THE HISTORIC VOGUE THEATRE

This request must be submitted at least 10 days before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review.

Any information such as photos and sketches would be appreciated.

APPLICANT'S SIGNATURE: 

PROPERTY OWNER'S SIGNATURE: _____

Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.

Adopted 9/3/09